

**Date:** [Date]

**To:** [Employee Name]

**From:** [Supervisor Name]

**Subject:** Confirmation of Verbal Warning - Unexcused Absences

Dear [Employee Name],

This letter serves as formal confirmation of the verbal warning issued to you on [Date of Meeting] regarding your unexcused absences from work.

On the following date(s), you were absent from your scheduled shift without prior authorization or following the company's notification procedures: [List Dates].

During our discussion, we reviewed the company attendance policy, which requires employees to [Briefly state rule, e.g., notify management at least two hours before a shift]. Consistent attendance is vital to our operations and your current level of absenteeism is unsustainable.

As discussed, the following improvements are expected immediately:

- Full compliance with all attendance and call-in procedures.
- Reporting to work on time for all scheduled shifts.
- Providing valid documentation for future absences if required by policy.

Please be advised that further instances of unexcused absences may result in additional disciplinary action, up to and including termination of employment.

A copy of this confirmation will be placed in your personnel file.

Sincerely,

[Signature]

[Typed Name]

[Job Title]

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**Employee Acknowledgment:**

I acknowledge that I have received this confirmation of a verbal warning and understand the expectations set forth.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_